

**DRAFT**  
Core Curriculum Advisory Committee  
Minutes  
September 26, 2011

Members Present: Donald Braffitt, Jack Brockway, Don Cunningham, Anna Devito, Kim Gainer, Susan E. Kwilecki, Bruce Mahin, Stephen Owen, Chuck Vehorn (chair)

Members Absent: Bethany Bodo, Lee Hicks, Lynne Taylor, Craig Waggaman

Guests: Erin Webster-Garrett

1. The meeting was called to order at 5:03 p.m.
2. The minutes of the previous meeting were approved.
3. Erin Webster, director of the QEP writing team and Faculty Senate liaison, was introduced.
4. The committee discussed how to address the thirteen proposals submitted in the spring in response to the committee's call for feedback on the Core Curriculum. Erin Webster-Garrett reported that the Faculty Senate Curriculum Committee has been charged with studying the Core Curriculum learning outcomes. *A motion to form a subcommittee to create an item-by-item summary of the proposals was made and seconded. The motion carried.* Jack Brockway, Anna Devito, and Susan Kwilecki volunteered to serve on the subcommittee, and Chuck Vehorn informed the committee that he would make available an Excel spreadsheet that he had created to record comments.
5. The committee discussed the need to elect at least three tenured members to assist the Core director (1) in developing written criteria for hiring CORE 201:202 instructors, (2) in reviewing syllabi, and (3) in hearing student grade appeals. *It was moved and seconded that the chair contact the president of the Faculty Senate to determine the status of the Faculty Senate proposal that the description of the CCAC be revised to encompass the above responsibilities. The motion carried.*
6. *It was further moved and seconded that discussion on electing members to assist the Core director be postponed until clarification is received on the above matter. The motion carried.*
7. *It was moved and seconded that meetings of the CCAC end at 6 unless two-thirds of the members present vote to extend a meeting. The motion carried.*
8. In response to a question about the terms of committee membership, the chair stated that he would contact Bill Kennan, the Vice Provost for Academic Affairs, to determine whether committee service was on a nine-month or a twelve-month basis.
9. The meeting adjourned at 5:55 p.m.

Respectfully submitted,  
Kim Gainer,  
Substitute Recorder